

Nebraska Cosmetology Board News

Volume 1, Issue 1

September 2006

WELCOME!

Welcome to the first issue of the Cosmetology Board News! In this issue are articles on regulatory issues facing Nebraska's body artists, cosmetologists, electrologists, estheticians, and nail technicians now and in the future. We also have included information about the Cosmetology Board – who the members are, what groups they represent and the functions of the Board.

This newsletter is published as part of the Cosmetology Board's efforts to keep licensees informed about issues affecting their practice in the State of Nebraska.

INSIDE THIS ISSUE

Page	
1	Update on Issues Relating to your Profession
2	New Continuing Education Requirements
3	Inspection Information
5	Disciplinary and Non-Disciplinary Information
6	How to File a Complaint
6	Conviction Reporting
7	Administrative Penalty Fee
7	Web Site
8	Number of Licensees
8	Frequently Asked Questions
10	Who are the Board Members and Board Meeting Dates
11	Contact Information

Body Art: Senator Elaine Stuhr saw and heard the concern amongst the public in the state of Nebraska for the need for the regulation of Body Art back in 1997. She had a bill drawn up to be sent before the legislature that would start toward the direction of meeting those needs. The bill was not reviewed or voted on because there were too many other bills that were considered more important at that time. She tried again year after year until finally in 2003 the bill was made a priority bill and it got it's viewing. The bill took a lot of work from a lot of people to see it's way through. There were lots of discussions and arguments as to the purpose and the need of such a bill, but in the end both sides came to an agreement and the bill was passed. This bill created the licensing of body branders, body piercers, permanent color technicians (permanent make-up), and tattoo artists and also the licensing of body art facilities.

From that point there was still a lot more work to fully define the details of what would be the new laws and regulations that would oversee the Body Arts professions. The Nebraska Department of Regulation and Licensure recruited a workgroup of qualified people to oversee this task and ensure that it met the needs of the public and the Body Arts profession with both safety and professionalism in mind. After this stage was complete it had to go through several stages of underwriting and approvals before the governor would finally approve and sign it.

Finally April 1st 2005 the new regulations for the Body Art profession went into effect that included professional individual licenses and licensing of shops that performed Body Arts as well. This was a huge accomplishment that met its purpose of meeting the needs of the people of the State of Nebraska.

Cosmetology: School's Out? No way, School Is In! The growth in our industry has just amplified as to what schools offer. Schools, just like salons have to grow to keep up with the ever-changing demands of our public. Take a look at the schools in Nebraska. Our state offers some of the finest in the nation. Each Cosmetology school offers something a little different. If you have any friends or relatives interested in starting a career in Cosmetology, Nails, Esthetics, etc. call the Department for a listing of the schools.

Electrology: What is electrolysis? Electrolysis is the permanent removal of hair by the application of an electrical current to the dermal papilla by a filament to cause decomposition, coagulation, or dehydration within the hair follicle by means of short wave or galvanic current or the blend, as approved by the federal Food and Drug Administration. Electrolysis is not within the scope of practice of body art, cosmetology, esthetics or nail technology.

Esthetics: It's the fastest growing area of the salon industry today. Skin care & cosmetics services are offered in more Nebraska salons now than ever before. We are seeing salons adding skincare, cosmetics and spa services to their menu. Clients have now realized that the salon is more than the place to go for a haircut. It's the place to go for expert skincare services and advice.

Many licensed cosmetologists are finding that doing facials and makeup applications really adds variety to the salon and helps to increase their income a great deal. The Nebraska Cosmetology license entitles them to do skincare treatments, waxing services and makeup applications along with their other services they offer.

Adding a licensed esthetician to your salon will build your services even more. Along with facials, waxing and cosmetics, estheticians specialize in expert skincare services such as anti-aging facials, acne treatments, microdermabrasion, chemical peels and light therapy services. An esthetician is trained to provide expert advice and services to people looking to correct issues in their skin, recommend appropriate skincare product and prevent future skin issues. They are also educated in how to grow the skincare business in a salon.

“How do I find a great esthetician for my salon?”

Contact the Credentialing Division for a listing of schools or your local Cosmetology School that offers an Esthetics program. The schools can help refer estheticians to you.

Nail Technology: Clients are demanding a safe environment for pedicure services which they have come to enjoy. The concerns we are facing are those of sanitation and disinfection. What actions must be taken to ensure proper disinfection of pedicure spas? Almost every foot spa uses a “PIPED” or “PIPELESS” system to circulate water. What is the difference?

Piped Footbaths: Standard footbaths have an enclosed piped system attached to a water pump and jets that circulate water. Even when the footbath is completed drained of the water and debris; there is no way to make physical contact (cleaning) in this enclosed system. Therefore, stagnant water can be a breeding ground for bacteria and fungus and may cause infections in pedicure clients and nail technicians.

Pipeless Footbaths: Several companies have developed the newer ‘pipeless’ pedicure systems, also referred to as ‘air jet or pipe free’. These systems use air and/or jet suction to circulate water (think of it like blowing air through a straw). This allows 100 percent of the water to be drained and allows the nail technician to disassemble every wet component for cleaning and disinfection.

Due to the recent outbreaks of infections in California and Kansas, the Nebraska Board of Cosmetology Examiners is in the process of updating the current sanitation procedures for footbaths and recommend that you start using the following procedures:

After Every Pedicure:

1. Drain water from the spa.
2. Remove all debris from the basin and components (jets, screens, footplate, etc).
3. Clean all the surfaces of the basin and all components, as well as the top and bottom of the footplate and both knobs. Use low-sudsing soap or detergent and a non-abrasive brush. Remove all visible residue from the inside of the basin and all other components.
4. Rinse the basin and components with clean water using the sprayer.
5. Disinfect all components, surfaces and basin with an EPA-registered disinfectant. For piped spas/baths, you will need to fill the basin with water and run for 10 minutes.
6. Rinse the basin and components again with clean water using a sprayer.
7. Thoroughly dry the basin and all other components with a clean towel.

Once a Week Overnight Cleaning:

1. Follow steps 1-4 above.
2. Disinfect all components, surfaces and basin with an EPA-registered disinfectant. For piped spas/baths, you will need to fill the basin with water and let the water sit overnight in the tub (6 to 10 hours).
3. In the morning, run the spa/bath for 5 minutes and drain the basin.
4. Rinse the basin and components with clean water using the sprayer and dry with a clean towel.
5. Make a record of the date and time of this cleaning.

We are also recommending that you inform your pedicure customers NOT to shave they're legs at least 48 hours before a pedicure service as an added precaution.

New Continuing Education Requirements:

Cosmetology and Cosmetology Instructor Licenses expire this year on **December 31, 2006**. In order for your renewal notice to reach you, be sure that your address is current. You may check your address on the internet at:

<http://www.hhs.state.ne.us/lis/lis.asp> If any changes need to be made, contact Vicki Nelson at 402-471-4977 or by e-mail at: vicki.nelson@hhs.ne.gov

Following is a summary of the continuing education requirements for this upcoming cosmetology renewal:

Cosmetology

1. To renew your license on ACTIVE status, you must have completed at least **8** hours of continuing education earned from **JANUARY 1, 2005** through **DECEMBER 31, 2006**.
2. **Mandatory Hours:** **At least 4 of the 8 hours must be Board approved and relate directly to the definition of cosmetology.** These hours will have a program number assigned or if the program was attended in another State, it must be approved by that State Cosmetology Board or by Nebraska's Board. These 4 hours can not be homestudy.

All 8 hours may be obtained through these mandatory hours and if you complete a Cosmetology, Esthetician, Nail Technology or a Barbering course during the renewal period, you will have met all 8 hours of continuing education.

3. In addition to the mandatory hours identified above, a licensee may obtain an additional 4 hours of continuing competency through one or a combination of the following topic areas; these hours do not require Board approval.
 - a. Homestudy programs – up to 2 hours (must relate to cosmetology or any of the other topic areas listed in this section)
 - b. CPR/First Aid – up to 4 hours
 - c. Equipment use (used within the profession) – up to 4 hours
 - d. People skills/special needs (other similar titles) - up to 2 hours
 - e. Product knowledge (used within the profession) – up to 4 hours
 - f. Marketing – up to 4 hours
 - g. Technical School/University/College – up to 4 hours
Only the following types of courses are considered acceptable: (1) Practice Related; (2) Communications; (3) Humanities; (4) Sciences; (5) Business, i.e. Finance, Marketing, Computer, or other similar courses; and (6) Well-Being, i.e. Psychology, Sociology, or other similar courses
 - h. Applicable Licensing Examination – you will be granted 2 hours if you pass the test
 - i. Barbering School classes - Up to 4 hours
 - j. Sanitation/Safety – up to 4 hours

Instructors:

Effective January 1, 2005, all Instructors must complete at least 4 hours of teaching methodology classes (example: teaching styles, presentation methods, lesson planning, test development, teaching difficult students); all 8 hours may be obtained through these hours. These hours must be approved by the Board.

In addition to the mandatory hours identified above, an Instructor licensee may obtain an additional 4 hours of continuing competency through one or a combination of the following topic areas; hours apply to each biennial renewal:

- a. Homestudy Programs (relating to the profession or any of the topic areas listed in 'b through m') – Up to 2 hours;
- b. CPR/First Aid – Up to 2 hours;
- c. Equipment Use (used within the profession) - Up to 4 hours;
- d. People Skills/Special Needs (other similar titles) - Up to 2 hours;
- e. Product Knowledge (used within the profession) - Up to 4;
- f. Marketing - Up to 4 hours;
- g. Technical School/University/College - Up to 4 hours - only the following types of courses are considered acceptable:
 - (1) Practice Related;
 - (2) Communications;
 - (3) Humanities;
 - (4) Sciences;
 - (5) Business, i.e. Finance, Marketing, Computer, or other similar courses; and
 - (6) Well-Being, i.e. Psychology, Sociology, or other similar courses;
- h. Licensing Examination - 2 hours;
- i. Barbering School classes - Up to 4 hours;
- j. National Educators Conference – Up to 8 hours;
- k. Instructor Licensing Test – 2 hours;
- l. Completion of Cosmetology, Esthetics, or Nail Technology Course – 4 hours; and
- m. Sanitation/Safety – up to 4 hours.



Keep certificates of attendance for all CE programs attended.

If the program is **not** approved by the Board, keep a copy of the agenda of the program.

Inspection Information:



There have been many changes to the rules of sanitation and safety during the past year. You should have received copies several months ago. The sanitation regulations for cosmetology and esthetics has a lavender colored cover (172 NAC 43), for nail technology the cover is gray (172 NAC 34) and for body art the cover is blue (172 NAC 46).

We suggest that licensees carefully and thoroughly review these regulations as the inspectors will be checking for compliance; and a copy of these rules must be posted in your establishment. If you do not have a copy, please contact our office or you can download a copy from the web site at:

Body Art: <http://www.hhs.state.ne.us/crl/mhcs/mhcsbaregs.htm>
Cosmetology, Esthetics & Nail Technology: <http://www.hhs.state.ne.us/crl/mhcs/mhcsregs.htm#cosi>

Disinfectants: All establishments must use an EPA-registered hospital grade disinfectant that is proven effective against HIV-1, Hepatitis B, or Tuberculocidal. Alcohol and most generic bleaches are not acceptable as a disinfectant; however, there are several products that contain bleach that are EAP-registered and are acceptable. If you are not sure whether your disinfectant is acceptable, you can contact the vendor of the product or view a listing of EPA-registered disinfectants at the following addresses:

http://www.epa.gov/oppad001/list_b_tuberculocide.pdf,
http://www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf or
http://www.epa.gov/oppad001/list_d_hepatitisbhiv.pdf

Alcohol/Controlled Substances in the Establishment: The licensee, customer, public, or student may not use, consume, serve, or in any manner possess or distribute intoxicating beverages or controlled substances upon its premises during the hours the establishment is open to the public.

Manicures/Pedicures: A license is NOT required to provide manicuring and/or pedicuring; however, if unlicensed persons are providing these services in a cosmetology salon or nail technology salon, then the area must be separated from the rest of the establishment by at least 6 foot high walls. The same is true for those who provide Air Brush Tattooing, Air Brush Tanning and/or tanning.

Candles: Is candle burning allowed in occupancies other than assembly? According to the Nebraska State Fire Marshal's office, candle burning is allowed in businesses if the candle is on a table where the candle is securely supported on a substantial noncombustible base and the candle flame is protected. Candle burning is NOT allowed in health care, residential board and care, assisted living, day care center, home day care, hotel, motel and dormitories, rooming and lodging, education, business, mercantile, industrial, detention or storage occupancies unless specifically approved by the authority having jurisdiction. (Interpretation #03-03, dated 10-31-04)

Inspections: The following is a listing of common deficiencies found while conducting inspections and we hope this information will be useful as you self-inspect your own facilities:

Common Inspection Deficiencies:

Cosmetology Salons:

- Dirty brushes/combs are stored with clean brushes/combs
- Curling irons and clippers are not disinfected between clients
- Hands are not washed prior to service
- Scissors are not disinfected between clients
- Dirty blow dryer filters and hair dryer filters
- Hair and soap residue in top of washers
- Sanitizer solution dirty
- Dirty wax machine units
- Inspection sheet is not posted
- Chemicals (i.e.: cleaning products) have been found in open shelving units in bathrooms; these must be in a locked cabinet (deodorizers are not required to be locked-up)

Reminders:

1. Cosmetologists and students performing Nail Technology services must follow the Nail Technology Sanitation and Safety Regulations (Chapter 34)
2. The following **CAN NOT** be in your salon:

- a. Sable or fabric neck dusters or brushes (cosmetic brushes are acceptable).
- b. Animals, including pets. However, animals used as guides for visually impaired or hearing-impaired persons, or service dogs for physically disabled, and fish in covered aquariums are allowed in the salon.



Body Art Facilities:

- Supplies not autoclaved and individually packaged; these should be in a container marked 'dirty' or 'waiting to be autoclaved' or similar identification so that it is clear that the instruments are not being used on clients
- Autoclave dates have expired or there is no date on each individual package (must not be used after 90 days of the date autoclaved).
- Client records do not contain the artists name, the location of the body work, or a description of the body work

Nail Technology Salons

- Unlicensed persons providing nail technology services
- Credo blades are in the salon
- Nail dusters are in the salon and being used to dust off the client's hands
- Nail files are not disinfected between clients
- Client or nail technician does not wash his/her hands prior to the service
- No disinfectant product to sanitize tables (Windex is commonly used and IS NOT a disinfectant)
- Nail drills are dirty
- Clippers are not sanitized between customers
- Inspection sheet is not posted
- Small wallet license cards are not posted

Reminders:

1. You must hold a current NEBRASKA Nail Technology or Cosmetology license to work on or apply artificial nails (this includes filing, fitting, applying, painting, airbrushing, or repairing artificial nails). If you hold a license in another state, you can not provide nail technology services in Nebraska until you receive a Nebraska license.
2. You must use a clean or new nail file on EACH CLIENT; you must use a clean nail clipper on EACH CLIENT (you must follow the disinfection rules on pages 7-9 for cleaning your files and tools).
3. You CAN NOT use sable nail dusters/brushes to clean client hands.
4. You MUST clean your hands **before** serving a client (wash with liquid soap and water or instant hand sanitizer).
5. Your client must wash his/her hands before you start a service.
6. You MUST sanitize your table after each client. This means you must spray the table with a disinfectant and then wipe the table and hand rests with a clean towel.
7. You must store all clean tools/files in a clean closed container (they can not be stored in open containers or just laying on the top of your table)
8. You can not provide eye brow waxing services, only licensed cosmetologists or estheticians are allowed to provide waxing services.
9. The following **CAN NOT** be in your salon:

- a. Credo blades and tools used for cutting nail beds, corns, or calluses;
- b. Chamois buffers;
- c. Products containing MMA;
- d. Coarse nail drill bands; and
- e. Animals, including pets. However, animals used as guides for visually impaired or hearing-impaired persons, or service dogs for physically disabled and fish in covered aquariums are allowed in the salon.



Disciplinary and Non-Disciplinary Action



NON-DISCIPLINARY ACTION: If the subject of the complaint is licensed, non-disciplinary action may be taken in the form of an Assurance of Compliance. **Assurance of Compliance** includes a statement of the statute, rule or regulation in question along with a description of the conduct that would violate such statute, rule or regulation. Also included is the assurance of the licensee that he/she will not engage in such conduct, as well as acknowledgment by the licensee that violation of the assurance constitutes unprofessional conduct. The

licensee agrees to engage in such conduct. Such assurance is signed by the licensee and becomes part of the licensee's public record.

DISCIPLINARY ACTION: A Petition must be filed when a Disciplinary Action is taken. Disciplinary action may include censure, probation, limitation of the license, civil penalty (not to exceed \$20,000), suspension (loss of license for a specified period of time), revocation (loss of license for at least two years), and voluntary surrender (agrees to turn in license in lieu of revocation).

The Board's recommendations may include filing a **Petition, Cease and Desist Order, Letter of Concern, Assurance of Compliance** or closing the investigation. Settlements have included payment of a fine, continuing education requirements, ethics courses, two-year probation, body fluid screens, AA/NA meetings, supervision, no solo practice, notification of changes in employment, and to obey all state and federal laws.

Following is a summary of disciplinary and NON-disciplinary actions taken during 2005:

DISCIPLINARY ACTIONS	<u>Body Art:</u>	<u>Cosmetology:</u>	<u>Nail Technicians:</u>
Initial Licenses placed on probation:	8 (length of probation ranged from 1 to 3 years)	10 (length of probation ranged from 1 to 5 years)	1 (length of probation was 3 years)
Disciplinary Probations:	1	4	1
Censures:	1	3	0
Probation Violations:	1	3	0
Civil Penalties (fine)	0	1	2
Licenses Suspended	0	1	0
Licenses Revoked:	0	2	0
Voluntarily Surrendered Licenses:	0	3	0
NON-DISCIPLINARY ACTIONS			
Assurance of Compliance:	0	3	1

The Board encourages licensees to continue to practice ethically and follow the rules and regulations adopted for body artists, cosmetologists, electrologists, estheticians, and nail technicians.

How to File a Complaint:

To file a complaint, see the Investigations Division web site: <http://www.hhs.state.ne.us/reg/investi.htm>. Every licensee who has first-hand knowledge of unlicensed, illegal or unethical activities is required to report such activities (including self-reporting) to the Investigation Division within 30 days of the occurrence. **Failure to report** may result in discipline.

Mandatory Reporting *shall not apply to:*

- The spouse of the person,
- A chemically impaired licensee who enters the LAP program, as authorized by section 71-172.01.

Conviction Reporting:

Initial License Applicants: If you have ever had a misdemeanor or felony conviction, or have been disciplined by another state Board, you are required to report this information on your application for licensure. Failure to report or disclose convictions is grounds for denial or discipline. If you are not sure if a ticket or arrest resulted in a misdemeanor or felony conviction, we suggest you contact the court where the action was taken to assure you are reporting all convictions.

In addition to reporting the conviction or disciplinary action, you are also required to **submit** the following:

1. Official Court Record, which includes charges and disposition;
2. Copies of arrest records;
3. A letter from the licensee/certificate holder explaining the nature of the conviction;
4. All addiction/mental health evaluations and proof of treatment, if the conviction involved a drug and/or alcohol related offense and if treatment was obtained and/or required; and
5. A letter from the probation officer addressing probationary conditions and current status, if the licensee/certificate holder is currently on probation.
6. If your license/certificate in health care in another state has been revoked, suspended, limited or disciplined in any way, an official copy of the disciplinary action, including charges and disposition.

We commonly find that applicants fail to submit convictions that may have occurred while the person was a minor. While this may have been several years ago or longer, by law, you are still required to disclose this information on your initial application for licensure.

Licensee: Once you obtain your license, if you have any criminal charges or license disciplinary actions pending that results in a conviction or license discipline, you are required to report such actions to this department within 30 days of the conviction. Along with the report, you are also required to submit items 1-6 listed above. Failure to do so is grounds for discipline.

Administrative Penalty Fee:



What is an Administrative Penalty Fee: An administrative penalty fee is assessed to individuals who practice prior to issuance of a license, after expiration (renewal date) of a license, or prior to reinstatement of a license. An administrative penalty fee is also assessed to salons/schools for the same reasons. We encourage licensees to submit their renewal documentation and renewal fee at least 15 days prior to the expiration date in the event that your renewal information is not completed or is questioned, then there is still ample time to make the corrections prior to the expiration date.

The Administrative Penalty Fee is calculated at \$10 per day, up to \$1,000.00, for each day of practice or operation without a license. The total fees collected from July 1, 2004 through February 1, 2006 were \$19,470.00 (a break down per license category follows):

Body Art Establishments:	10.00
Cosmetologists:	12,450.00
Cosmetology Salons:	5,310.00
Estheticians:	180.00
Nail Technicians:	1,280.00
Nail Technology Salons:	190.00

Where does the money go that is collected: The money is transmitted to the State Treasurer for credit to the permanent school fund. (Neb. Rev. Stat. §71-164.01 (4))

What happens if I do not pay the administrative penalty: An unpaid administrative penalty constitutes a debt to the State of Nebraska which may be collected in the manner of a lien foreclosure or sued for and recovered in a proper form of action in the name of the state in the District Court of the county in which the violator resides or owns property

What if I disagree with the assessment of the fee: If you can provide evidence that the number of days you indicated as practicing or operating was calculated wrong, then you can submit such evidence for consideration of a reduced fee. If you are contesting the assessment of the administrative penalty in total, you must request a hearing, which will be held before the Department (similar to a court hearing) pursuant to Neb. Rev. Stat. §§ 84-901 to 84-920 and 184 NAC 1, Rules of Practice and Procedure before the Department.

Web site:



The Nebraska Health and Human Services System Web site offers the License Information System, a database of information on all professionals whose licenses are regulated by the HHSS Department of Regulation and Licensure. Consumers, professionals, and any interested persons can find licensing and application information and forms.

Information on licensees also is available, including licensee name, address, license number, date of issuance and expiration, license status and any disciplinary action that has been taken against the license. The information in this database is updated nightly to reflect changes.

HHSS also offers a "Professions and Occupations Index" Web site. This site has information about the Licensing Boards, Board meetings and listing of Board members for each of the regulated professions and occupations. A click on a particular profession listed leads to another Web page, which has information on applications, the application process, licensing requirements, license renewal procedures and other information about that regulated profession.

The Internet links to each of the Web sites mentioned above are listed below.

- Information on licensees and licensee records is on the License Information System database, found through this link: <http://www.hhs.state.ne.us/lis/lisindex.htm>
- Information about the regulated professions and occupations, including regulations and statutes, licensing requirements, information, applications and CE listings, can be obtained through this link: <http://www.hhs.state.ne.us/crl/profindex1.htm> Once on this page, click on the license type that you wish to view.

The Nebraska Health and Human Services System is committed to affirmative action/equal employment opportunity and does not discriminate in delivering benefits or services.

Number of Licenses:

Profession Type	# of Licenses Issued during 2005	Total Holding 'Active' Licenses as of 6/1/06
Body Art		
Body Branders	3	3
Body Piercers	56	66
Permanent Color Technicians	21	24
Tattoo Artists	112	139
Body Art Facilities	62	67
Cosmetology		
Cosmetologists	557	8750
Instructors	15	229
Temporary Practitioners	216	15
Student Cosmetologists	710	1607
Student Instructors	22	42
Salons	188	2072
Salon Consideration Certificates (6 month approval to operate)	217	113
Home Service Permits	3	9
Schools	3	18
Satellite Classroom	0	1
Electrology		
Electrologists	1	21
Instructors	0	0
Esthetics		
Estheticians	72	354
Instructors	6	11
Student Esthetician	86	54
Student Instructor	5	2
Esthetic Establishments	0	0
Temporary Practitioners	0	2
Schools	1	1
Nail Technicians		
Nail Technicians	163	1109
Instructors	1	27
Temporary Practitioners	20	2
Salons	56	203
Salon Consideration Certificates (6 month approval to operate)	59	21
Schools	1	4
Cosmetician	1	0

Frequently Asked Questions:

Question: Can I come to the State Office and get a temporary license?

Answer: Yes, however in order for the license to be issued, the individual must bring in a completed examination application, a copy of the nail, cosmetology, or esthetic school diploma, the examination test request form, and the license fee along with a completed temporary application and the temporary license fee.

Question: Do I need to have my conviction papers in before I can register or take the examination?

Answer: No, however, before we can consider issuing you a license, you must submit all documents relating to the conviction (these documents are listed on the application for licensure). A review of this documentation may take up to 90 days.

Question:	I submitted my renewal or initial application and the State cashed my check, therefore I assumed I was approved to practice or open my salon.
Answer:	This is not true. The State's accounting office is the first agency to receive the application. The money is receipted and then forwarded to the Cosmetology area. In order to begin practice or to operate, you must have received official notification by mail, in the form of either a license or letter advising you that you are AUTHORIZED to practice or operate. You must post the small sized card, which identifies the issuance date and expiration date, in the establishment where you practice.
Question:	My renewal and payment was submitted prior to the expiration date, but I'm being required to pay the \$25 late fee. Why?
Answer:	Because the renewal was incomplete. This may be due to: an incorrect fee was submitted, did not provide the required continuing education documentation, failed to provide the total number of hours of acceptable continuing education, or did not answer the questions relating to conviction/licensure history.
Question:	I have a really good reason for why my renewal was not completed on time. Can you just waive the late fee?
Answer:	No. There is no provision in the law for us to waive the late fee. Your completed renewal must be postmarked on or before the expiration date in order to avoid the late fee.
Question:	If I fail to submit my renewal postmarked on or before the expiration date, can I continue working?
Answer:	No. Your license expires on a set date; there is a 30-day grace period, which allows you to pay the late fee, however, the grace period does not allow you to continue practicing. If you practice after the expiration date and have not submitted a COMPLETE renewal, you will be charged an administrative fee of \$10 (up to \$1,000) for each day you practice after that date.
Question:	I want to teach someone to tattoo, what do I need to do?
Answer:	You need to make sure that the person is at least 18 years of age, has a high school diploma or GED, has received within the last 3 years a minimum of 4 hours training in blood borne pathogens (at least 2 hours) and basic first aid, applies for and receives a tattoo artist license from the State of Nebraska. They may not work on another person until the tattoo artist license has been issued. An unlicensed person may answer the telephone, learn office procedures, practice drawing on paper, and any other tasks that do not involve touching a client.
Question:	Why didn't I receive a renewal for my inactive license?
Answer:	The inactive license no longer requires renewal. Licenses are now placed on inactive status by paying the <u>one-time</u> fee of \$25.
Question:	Why doesn't my inactive license have an expiration date?
Answer:	Since the inactive status is no longer renewed every 2 years, it is considered valid 'forever' or until you decide to return to active status.
Question:	I put my change of address in with the post office, why haven't I received my renewal notice or any information about continuing education?
Answer:	The postal service forwards mail for only a short time so it is <u>very</u> important to advise our office of <u>all</u> name and address changes to be certain you receive any information sent to you. Since the continuing education providers also use our licensee address database, this could explain why you may not have received information on upcoming classes if your address has not been updated on our records.
Question:	How many hours are required to renew every two years?
Answer:	The hour requirement is now eight hours.
Question:	I was licensed in 2006 and my license expires December 31, 2006. Do I need to take continuing education?
Answer:	Anyone licensed during the same year that the license expires is required to pay the renewal fee for the following two years but does <u>not</u> have to take eight hours of continuing education. Those licensed in the previous year are required to take all eight hours along with also paying the renewal fee.

Who Are the Board Members?

The members of the Nebraska Board of Cosmetology Examiners for 2006 are listed below.

Board Member & Address	Representing & Officers	Term Begins	Term Ends
Mike Evert Fremont, NE	School Owner Member	12/01/2005	11/30/2010
Virginia Davidsaver Omaha, NE	Public Member	12/01/2005	11/30/2010
Marie Frances Nordboe Fremont, NE Vice-Chair	Cosmetologist/Salon Owner Member	12/01/2005	11/30/2010
Donald B. Osentowski York, NE	Public Member	01/26/1998	11/30/2007
Jeffrey L. Pippitt Sidney, NE	School Owner Member	12/01/1996	11/30/2006
Judith (Judy) A. Roubal Lincoln, NE	Cosmetologist Member	03/16/1998	11/30/2008
Pamela A. Rowland Omaha, NE Chair	Nail Technician Member	07/19/1999	11/30/2009
Sherri A. Scheele Omaha, NE	Esthetician Member	07/20/2002	11/30/2007
Monty Lue Vogel Omaha, NE	Body Art Practitioner	10/01/2005	11/30/2010
Marlene S. Wagoner Wood River, NE Secretary	Cosmetologist Member	03/19/2001	11/30/2007
Amy J. Waskel Omaha, NE	Licensed Instructor Member	12/01/2004	11/30/2009
Judy R. Wilson, LPN/CPE Lincoln, NE	Electrologist Member	09/18/1995	11/30/2009

If you are interested in serving on this Board, please contact the following and provide your name and address together with the position you are interested in filling. You will then be notified when a vacancy occurs and at that time applications will also be made available to complete on the Credentialing Division website.

Nebraska Department of Health & Human Services
Regulation & Licensure-Credentialing Division
P.O. Box 94986, Lincoln, NE 68509

Email: Joyce.Novak@hhss.ne.gov
Phone: (402) 471-2115

Board Meeting Dates



Meetings of the Nebraska Board of Cosmetology Examiners convene at 10:00 a.m.; however, the Board usually immediately goes into closed session to review investigative reports, this usually lasts from 2-3 hours. Members of the public may not be present during closed session. Following closed session, the Board will return to open session. Agendas for the meetings are posted on our Web site at

<http://www.hhs.state.ne.us/crl/brdmtgs.htm#Cosmetology>

Date	Room	Time
08/07	6Z	9:30 am
10/02	6Z	9:30 am
12/04	6Z	9:30 am

All meetings are held at the Nebraska State Office Building,
301 Centennial Mall South, Lincoln, Nebraska

For More Information Contact: For questions not answered on our Web site or if you do not have access to the Internet:

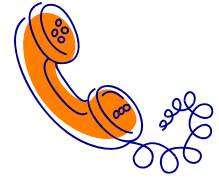
Licensure and Renewal Information

Salons and Renewal Questions (cosmetology, electrology, esthetic, nail technology)

Vicki Nelson

(402)471-4977

vicki.nelson@hhs.ne.gov



Initial License (person) and Examination Questions (cosmetology, electrology, esthetic, nail technology)

Susan Chocholousek

(402)471-2399

susan.chocholousek@hhs.ne.gov

Continuing Education Questions (cosmetology, electrology, esthetic, nail technology)

Carol Ann Gray

(402)471-4920

carolann.gray@hhs.ne.gov

Body Artist and Facility License Questions

Carol Ann Gray

(402)471-4920

carolann.gray@hhs.ne.gov

School, Foreign Trained, and Cosmetician License Questions

Carol Ann Gray

(402)471-4920

carolann.gray@hhs.ne.gov

Non-Routine License Questions

Kris Chiles, Section Administrator

(402) 471-2117

kris.chiles@hhs.ne.gov

Mailing Labels/Listings

Carla Brandt

(402) 471-0178

carla.brandt@hhs.ne.gov

Complaint Filing

Investigations Division

(402) 471-0175

www.hhs.state.ne.us/reg/investi.htm

Probation Compliance Monitoring

Ruth Schuldt, RN, BS

(402) 471-0313

ruth.schuldt@hhs.ne.gov



It is the responsibility of the licensee to notify the Department of any name and/or address changes prior to the renewal period. **Address changes** may be made in writing or over the telephone. **Name changes require** submission of a photocopy of the documentation of the legal name change.

Nebraska Health and Human Services System



Department of Services. Department of Regulation. Department of Finance and Support

Board of Cosmetology Examiners

Credentialing Division

301 Centennial Mall South – PO Box 94986

Lincoln, NE 68509

PRST STD
U.S. POSTAGE
PAID
LINCOLN, NE
PERMIT NO 212

Cos 8/06